



(GS-03F-0123X)

GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSAAAdvantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is: [www.GSAADVANTAGE.GOV](http://www.GSAADVANTAGE.GOV)

<b>Schedule Title</b>	36 - THE OFFICE, IMAGING AND DOCUMENT SOLUTION
<b>FSC Group, Part, and Section or Standard Industrial Group</b>	FSC Group - 36
<b>Contract Number</b>	GS-03F-0123X For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <a href="http://fss.gsa.gov">http://fss.gsa.gov</a> .
<b>Contract Period</b>	From: May 13, 2011 through May 14, 2016
<b>Contractor</b>	<b>INTRA-MAIL NETWORK, INC.</b> 1515 Jefferson Davis Hwy, Suite #901 Arlington VA 22202 Tel: (703) 892-MAIL Email: <a href="mailto:IMN@intra-mail.com">IMN@intra-mail.com</a> <a href="http://www.intra-mail.com">www.intra-mail.com</a>  Contract Administration: <a href="mailto:michael.sanders@intra-mail.com">michael.sanders@intra-mail.com</a>
<b>Business Size</b>	s - Small business
<b>Customer Information:</b>	<p>Founded in 1999, Intra-Mail Network (IMN) is an innovative, document solutions company located in Arlington, Virginia. IMN has successfully provided unique delivery solutions to mailers across the country for over ten years. IMN provides the most efficient and economical method of commercial mail delivery to postal and non-postal route institutions (e.g., Colleges &amp; Universities, Medical Centers, Military bases, Government Institutions).</p> <p>Our services support:</p> <ul style="list-style-type: none"><li>• Coding Accuracy Support System (Cass)</li><li>• Pre-Sorting And Sequencing</li><li>• High Volume Delivery</li><li>• Storage</li><li>• Mailing List Management</li><li>• Inbound/Outbound Processing</li><li>• Green Initiatives and Goals</li></ul>

Awards: USPS 2005 Innovation

- 1a. Table of awarded special item number(s) with appropriate cross reference to item descriptions and awarded price(s).

**733 2 Presort Mail:**

Includes management, supervision, labor, materials, supplies, and equipment, as well as planning, scheduling, coordinating, and assuring effective performance of all services described herein. Contractors will be required to provide a minimum of presort mail and barcode services applicable to the postage discount level offered, for domestic First Class Federal Government Mail, for various Federal Agencies in accordance with standard commercial practices and all USPS regulations. Contractors are required to have and continually maintain an USPS Coding Accuracy Support System (CASS) certification.

**733 4 List Management Services:**

Includes data entry, address label printing, lists management, list cleanup and list coding.

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2. Maximum Order:  
**733 2 Presort Mail: – \$1,000,000.00**  
**733 4 List Management Services: – \$1,000,000.00**
3. Minimum Order: **\$100.00**
4. Geographic Coverage (Delivery Area): **(CONUS Only) - The Contractor will provide service to 48 contiguous states and the District of Columbia including Alaska, Hawaii, or the Commonwealth of Puerto Rico.**
5. Point(s) of Production:  
  
**INTRA-MAIL NETWORK, INC.**  
1515 Jefferson Davis Hwy, Suite #901  
Arlington VA 22202  
Tel: (703) 892-MAIL  
Email: IMN@intra-mail.com
6. Basic Discount Terms: **2.0% from the commercial pricelist 2011.**
7. Quantity / Volume Discounts: **(None)**
8. Prompt Payment Terms: **(None)**
- 9a. Notification That Government Purchase Cards Are Accepted at or Below the Micro-Purchase Threshold:  
**We shall accept Government Purchase Cards at or below the Micro-Purchase Threshold.**
- 9b. Notification That Government Purchase Cards Are Accepted or Not Accepted Above the Micro-Purchase Threshold:  
**We shall accept Government Purchase Cards above the Micro-Purchase Threshold.**
10. Foreign items (list items by country of origin). **N/A**
- 11a. Time of Delivery: **30 days (ARO).**

- 11b. Expedited Delivery: **15 days.**
- 11c. Overnight and 2-Day Delivery: **To be Negotiated with Ordering Agency.**
- 11d. Urgent Requirements: **To be Negotiated with Ordering Agency.**
12. F.O.B. Point(s): **Destination.**
- 13a. Ordering Address(es):
- INTRA-MAIL NETWORK, INC.**  
1515 Jefferson Davis Hwy, Suite #901  
Arlington VA 22202  
Tel: (703) 892-MAIL  
Email: IMN@intra-mail.com
- 13b. Ordering procedures:  
To order contact , Michael Sanders, [michael.sanders@intra-mail.com](mailto:michael.sanders@intra-mail.com) , (703) 892-MAIL.
14. Payment Address(es):
- INTRA-MAIL NETWORK, INC.**  
1515 Jefferson Davis Hwy, Suite #901  
Arlington VA 22202  
Tel: (703) 892-MAIL  
Email: IMN@intra-mail.com
15. Warranty Provision: **(None)**
16. Export Packing Charges: **N/A**
17. Terms and Conditions of Government Purchase Card Acceptance (any Thresholds Above the Micropurchase Level): **Government purchase card will be accepted for orders at or below the micro-purchase threshold. Bank account information will be shown on invoice.**
18. Terms and Conditions of Rental, Maintenance and Repair: **N/A**
19. Terms and Conditions of Installation: **N/A**
20. Terms and Conditions of Repair Parts, etc: **N/A**
- 20a. Terms and Conditions for any Other Services: **N/A**
21. List of Service and Distribution Points: **N/A**
22. List of Participating Dealers: **N/A**
23. Restocking Fees: **To be Negotiated with Ordering Agency.**
- 23a. Preventive Maintenance: **N/A**
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). **N/A**
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.)  
The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/). **N/A**
25. Data Universal Number System (DUNS) number: **78-473-0017**

## PRICES AND LABOR CATEGORY

SIN(s) PROPOSED For	SERVICE PROPOSED (e.g. Job Title/Task)	PRICE OFFERED TO GSA (exclusive)
733 2 Presort Mail	1. Administrative Support	\$31.90
733 2 Presort Mail	2. Help Desk Support	\$43.08
733 2 Presort Mail	3. Document Technician	\$58.40
733 2 Presort Mail	4. Quality Control Specialist	\$58.40
733 2 Presort Mail	5. Project Manager	\$96.65
733 4 List Management Services	1. Administrative Support	\$31.90
733 4 List Management Services	2. Help Desk Support	\$43.08
733 4 List Management Services	3. Document Technician	\$58.40
733 4 List Management Services	4. Quality Control Specialist	\$58.40
733 4 List Management Services	5. Project Manager	\$96.65

\*\*Note: Hourly rates are equal to or above all associated SCA labor categories.

## SERVICES

SIN(s) PROPOSED	SERVICE PROPOSED (e.g. Job Title/Task)	PRICE OFFERED TO GSA (exclusive)
733 2 Presort Mail	1. Presort	\$4.90 per item
733 4 List Management Services	2. Inbound Mail	\$1.08 per item/record
733 4 List Management Services	3. Outbound Mail	\$1.08 per item/record

## LABOR CATEGORY DESCRIPTIONS

### 1. *Administrative Support*

#### Education

Must have at least a (High School Diploma, Military Training, Associates Degree) or related discipline.

#### Roles & Responsibility

- Performs administrative project support in areas of program management, project control, report generation, scheduling, financial management and security.
- Exercises judgment in accomplishing tasking and works independently.

#### Experience

This position requires a minimum of (2) years experience including familiarity with word processing, spreadsheet and presentation software.

## **2. Help Desk Support**

### Education

Must have at least a (High School Diploma, Military Training, Associates Degree) or related discipline.

### Roles & Responsibility

- Receives and mitigates technical problems from new and existing customers.
- Logs all technical problems into an electronic database. Notifies and makes recommendations to the project manager in response to potential technical problems.

### Experience

This position requires a minimum of (2) year's relevant experience including familiarity with word processing, spreadsheet and presentation software.

## **3. Document Technician**

### Education

Must have at least a (High School Diploma, Military Training, Associates Degree) or related discipline.

### Roles & Responsibility

- Reviews the system requirements and platform required to install all software components (Address Hygiene Software).
- Configures the components to be fully functional and ready for use.
- Provides training and guidance to users and other support staff.
- Reports to the On-Site Administrator and ensures proper completion of tasks assigned.

### Experience

This position requires a minimum of (2) year's relevant experience including familiarity with personal computers and desktop software.

## **4. Quality Control Specialist**

### Education

Must have at least a Bachelors degree in Computer Science, Business, Management or a related field.

### Roles & Responsibility

- Manages the AHS and contacts mailers about the Green initiative in the mail center.
- Collecting and importing the data into the system from the mailer in various formats (hard copy, electronic files, etc..).
- Prepares the data by parsing and formatting in accordance to customer specification.
- Identifies and tracks the undelivered mail received by the agency.
- Notifies the mailers of undelivered mail and current delivery options (bundling, sorting).
- Explains/recommends Green Initiative measures to staff, mailers and customers.
- Running the Address Hygiene Software (AHS) system.
- Generating Reports
- Coordinate with other On-Site Administrators and interfaces with the customer.

### Experience

This position requires at least three (3) years professional experience.

## **5. Project Manager**

### Education

Must have at least a Bachelors degree in Computer Science, Business, Management or a related field.

### Roles & Responsibility

- Responsible for providing management assistance for planning and executing a project.
- Provides guidance during the preparation and maintenance of project schedules and budgets.
- Prepares and delivers status reports or reviews.
- Tracks staffing, budget, prioritization, and other personnel matters.
- Conducts technical reviews of government contracts.

### Experience

This position requires at least three (3) years professional experience.

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